

## Recruitment with Success Profiles: Interviewing and Assessing Skills

Interviewing candidates and assessing their skills is the final stage in the assessment and selection process - and arguably the most important. The right questions, asked in the right way, will help make sure you get all the information you need, while strong interviewing skills will ensure that every interview is conducted in a fair, consistent and effective manner.

Having a robust and standardised approach that helps accurately capture and assess the evidence that candidates provide will make sure we comply with our legal obligations under the Equality Act and adhere to the Civil Service's recruitment principles. It will also increase the likelihood of getting the right person into the right role.

### Description

This course has been designed to help you standardise your approach to interviewing and assessing job applicants. Within it, you'll learn about the roles that people perform on an interview panel, the different types of interview and how to effectively prepare for them. You'll learn and practise the skills of an effective interviewer and be shown how to assess interview evidence in a way that is reliable, valid and accurate.

You will need to complete the digital courses 'Recruitment with Success Profiles: Getting It Right' and 'Recruitment with Success Profiles: Introduction to Success Profiles' before you can commence this course.

### What does it involve?

This course features an all-day workshop, during which you'll prepare for and carry out candidate interviews, before assessing and scoring the interview evidence and providing feedback. In preparation for this, you'll read three documents which explore different interview and question formats and consider how to create an accessible and inclusive experience for all candidates. You'll be introduced to the skills required to be an effective interviewer, specifically within the Success Profiles framework, and the intricacies of assessing and scoring interview evidence. There's also a podcast to listen to, in which candidates talk about their interview experiences.

The subsequent workshop is a chance to practise your new skills in four realistic Civil Service interview scenarios. Afterwards, you'll be asked to complete a reflective activity, thinking about what you'll do differently in your next recruitment process as a result of what you've learned.

### What's the outcome?

Once you've completed this course, you'll be able to explain why standardising how you assess interviewees' performance increases the probability of selecting the right person for the role. Aware of the different types of questions that can be used to assess different elements of Success Profiles, you'll know how to effectively prepare for any interview.

Taking into account any reasonable adjustments that need to be made, you'll be able to interview candidates in a way that provides them with the best opportunity to show their potential. You'll also be able to score candidates against the relevant role criteria, record your decision-making evidence and provide meaningful feedback.

## Learning activities



### Delivery method:



### Estimated learning time:

8 hours 35 minutes

## How to book

[bookings.governmentcampus.co.uk](https://bookings.governmentcampus.co.uk)

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